

## HAVE YOU SEEN?

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- Herring-Hall-Marvin Safe Company, *Hamilton, Ohio*. How and how long should business records be kept? Hamilton, Ohio, 1949. 32 p.
- Chicago, Burlington and Quincy Railroad Company. Guide to the Burlington Archives in the Newberry Library, 1851-1901. Comp. by Elizabeth Coleman Jackson and Carolyn Curtis. Chicago, Newberry Library, 1949. 374 p.
- Madras (Presidency) Record Office. Administration report for 1948-49. Madras, 1949. 16 p.
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- Interagency Records Administration Conference, *Washington, D. C.* Position allocation standards for records personnel. [Washington, 1949] 19 p.
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# The Archivist's Book Shelf

RICHARD G. WOOD, Editor

*The National Archives*

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## THE HISTORICAL SIDE OF MANUSCRIPTS

This subject reminds us of a question on which there is difference of opinion: Should an archivist be an historian; or, an historian an archivist? A leading British authority says no; that an archivist should not be swayed in his functioning by the personal preferences or bias of an historian.<sup>1</sup> Be that as it may in Great Britain, where the archival profession has some maturity and standing. In this country there was not, in 1934, when the National Archives was established, in the midst of a severe depression, a comparable archival profession with ability to defend its domain. Historians young and old, in distress, virtually took possession; and everyone seemed to agree that an archivist should be one trained for the doctorate in history or political science. . . . Now with reference to archivists in service — some historians took advantage of wartime opportunities to leave the archives — it is alleged that they, the faithful, are lacking in "history"; or, that their "history" is not what it was or what it should be. Is this because there is again a surplus of historians and political scientists? Any way, the slogan of American archivists may well be, "Everyone his own historian."

Since our subject is historical manuscripts, all kinds, let us recall the chief functions common to archivists, custodians, and keepers, including executive secretaries and librarians of historical societies. Broadly stated, they are: (1) to get the manuscripts into a safe place and to hunt for and bring there more of the same; (2) to determine their authenticity or genuineness and integrity and to defend these qualities against impairment — tampering, theft, and deterioration or damage; (3) to make the texts as available to investigators as may be consistent with the public good and with any obligations which may have been incurred for the sake of acquisition; and (4) within such limits to advertise and explain or "interpret" the collection to the public. These functions require not a little historical knowledge and skill, some peculiar to the realm of the archivist and not to be casually assumed by needy or opportunist outsiders.

<sup>1</sup> Hilary Jenkinson, *A Manual of Archive Administration* (new and revised edition, 1937), p. 123. The frankest, most brutal, and I suspect ironic statement is in the same author's *The English Archivist, A New Profession being an Inaugural Lecture for a New Course in Archive Administration* . . . (1948), p. 30: "The appropriate motto seems to be . . . 'Thou shalt not muzzle the ox that treadeth out the corn': we must allow him (one has allowed oneself in one's time) a few mouthfuls; while reminding him that his primary duty is to tread; and hoping that he will not, in the process, tread on any, or many, toes."

Needless to say, the archivist's bookshelf for the historical side of manuscripts should not be narrow and static, but broad and active, rotative, and cumulative only of carefully selected residues of books and articles studied. This is not the place for extended outline and bibliography. But first, archivists should review or "brush up," with well illustrated one and two-volume textbooks in ancient, mediaeval, modern, and American history, with special reference to manuscript sources, of course, in each case: What were the materials and forms? Why did they survive? When were they discovered and first used? Where and how are they now preserved? . . .<sup>2</sup>

In connection with the general review, read into works in the categories of the following:

Charles V. Langlois and Charles Seignobos, *Introduction to the Study of History*, Berry translation (1888).

J. T. Shotwell, *An Introduction to the History of History*. (1922).

J. W. Thompson, *A History of Historical Writing*. (1942), 2 vols.

Lucy M. Salmon, *Historical Material*. (1933).

J. Franklin Jameson, *The American Historian's Raw Materials, An Address . . . the Dedication of the William L. Clements Library of Americana*. (Ann Arbor, 1923).

Frederick Jackson Turner, "The Harvard Commission on Western History," *The Harvard Graduates' Magazine*, XX (June, 1912), 606-611, especially "what classes of material does Harvard wish," 609.

J. M. Vincent, *Historical Research. An Outline of Theory and Practice*. (1911).

G. J. Garraghan, S. J., *A Guide to Historical Method*. (1946).

J. S. Bassett, *The Middle Group of American Historians*. (1917).

Begin early to concentrate on the field of your immediate interest, taking care to read widely around its setting in the history of the nation in the large works, including the Frederick J. Turner essays. These supply approaches and perspectives. If you are a beginner, ask staff members of large university departments of history who have an interest in your work, to help you in the choice of reading. In any case, associate with your history shelf recent and current issues of historical magazines and reviews which cover your field, and build up a file of lists of articles, books, and graduate student dissertations in progress. The American Historical Association occasionally publishes a list of dissertations planned or in progress.

As you build up your historical background and study your collections, you will be alert for clues and prospects for acquisition. Check these against lists of manuscripts in other repositories and the Historical Records Survey guides to collections in private hands, a selection of which should be on your shelf. If the collection in prospect is unknown, the problems of search and negotiation for acquisition are peculiarly your own. For them I know no satisfactory manuals or rules of thumb. Only experienced persons can advise you on techniques which they have found effective in their cases. Though you should not ordinarily be collecting high-priced book manuscripts and autographs, you should have easy access to a set of *American Book Prices Current*, the auto-

<sup>2</sup> One of the most interesting "jobs" I have ever had to do was "pinch hit" teaching last year a general survey course on the history of the Far East or Asia.

graph or manuscript section of which is now printed separately. You will find it worthwhile to read:

E. C. Richardson, "Manuscript Hunting," Bibliographical Society of America, *Proceedings and Papers*, Volume 3 (1908), pp. 14-28, which has been reprinted separately.

Thomas F. Madigan, *Word Shadows of the Great, The Lure of Autograph Collecting*. (1930).

Mary A. Benjamin, *Autographs: A Key to Collecting*. (1946).

Colton Storm and Howard H. Peckham, *Invitation to Book Collecting . . . Manuscripts, Maps, and Prints*. (1947).

The second and third contain more than their titles indicate.

On the determination of authenticity, detection of forgeries, and the like, you may well begin with Albert Sherman Osborn, *Questioned Documents* (1946 ed.), from which you may learn, among many things, by inference, how inadvisable it is to permit repair which alters, changes, or conceals the character of any part of a manuscript, historical or other. This duty might take you into court.

On literary property in manuscripts, which may not pass with transfer of physical ownership from the author, his heirs, or assigns, see Herbert A. Howell, *The Copyright Law* (2nd edition, 1948), p. 53, a book which you may find it desirable to keep on your history shelf, to show to investigators.

A good thing to remember is that some old books are not obsolete, but as much up-to-date as the multiplication table. Now I bid you *bon voyage* with the suggestion that you read Worthington C. Ford, "Historical Societies — Living and Dead." *Mississippi Valley Historical Review*, XVI (December, 1929), p. 307-320.

THOMAS P. MARTIN

Dunn Loring, Virginia

# News Notes

MARY C. LETHBRIDGE, Editor

*The National Archives*

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## SOCIETY OF AMERICAN ARCHIVISTS

Dr. Waldo G. Leland, Director Emeritus of the American Council of Learned Societies, was honored by the award of an Honorary Membership in the Society of American Archivists following his address at the joint luncheon session of the Society with the American Historical Association at Boston, December 29, 1949. He was presented with a certificate citing his "eminent service to the field of archival economy" and his "interest in the preservation of sources for research into the history of the American people." The President of the Society, in presenting the certificate, pointed out that while Dr. Leland's address (published elsewhere in this issue of *The American Archivist*) mentioned only his archival activities up to the first World War, he had continued to be a leader in the movement for establishment of the National Archives, had been one of the organizing committee of the Society, had been its President from 1939 to 1941, and has recently assisted the organizers of the International Council on Archives. Dr. Leland is now a member of the Executive Committee of the United States National Commission for UNESCO, and Chairman of the Advisory Board of the National Park Service.

About fifty persons attended the luncheon, at which honor guests were Dr. Ricardo Donoso, Archivist of Chile, and Dr. Silvio Zavala, President of the Commission on History of the Pan American Institute of Geography and History.

### *Report of the Editor*

This report covers the production of the four numbers of *The American Archivist* issued between October 1948 and July 1949. Only the July number was the responsibility of the present editor.

At the 1948 annual meeting of the Society of American Archivists the secretary announced that the undersigned had been selected editor for a term of three years to succeed Margaret C. Norton, who had resigned effective July, 1949. The debt of gratitude the Society owes to Miss Norton is great indeed. Building upon the effective editorial work of the late Theodore C. Pease, Miss Norton developed *The American Archivist* into a journal which Secretary Cappon recently described as "the greatest single asset of the Society." Miss Norton sought to make *The American Archivist* a "lively professional journal . . . reflecting the varied interests of the Society." The volumes produced under her editorship are ample evidence of her success in achieving this goal. The well-balanced combination in each issue of scholarly, professional articles and short, practical, informative notes on archival techniques and practices

was in itself a notable accomplishment. She gave the journal a much appreciated "new look," and added several features, including the "Archivist's Bookshelf," the "Have You Seen" column, illustrations, and advertising. The Society and the new editor are fortunate, therefore, that Miss Norton's experience and wise counsel are not to be lost to them by her resignation, since the Council has acted to retain her services as an Honorary Member of the Editorial Board.

The four issues under consideration contain approximately 420 pages of text and 12 illustrations. Twenty-two formal articles submitted by 20 different authors, filled about 220 pages. The subject matter of these articles is shown in the following table:

Technical topics (microphotography, inks, papers, preservation, equipment)	7 articles
Records management (including disposal)	2 articles
Foreign and international archival activities	4 articles
Federal agencies (including Jameson biography)	2 articles
Institutional archives (business and university)	2 articles
Manuscripts (Jefferson project)	1 article
State Archival programs (Wisconsin, Pennsylvania)	2 articles
Use of records (personnel records)	1 article
SAA activities (annual meeting)	1 article

The remainder of the pages were taken up with SAA reports, news notes, book reviews, advertising, and bibliographical data, including "Have You Seen," the "Archivist's Bookshelf," the "Writings on Archives and Manuscripts."

Dr. Richard G. Wood, review editor, secured and published 48 reviews, an average of 12 reviews per issue. Of these, 35 were written by members of the SAA, and 13 were authored by non-members. In October 1943 there appeared what Dr. Wood calls "the National Archives issue," in which all reviews but one came from members of the National Archives staff. Since that time, it has been the policy of the review editor to redress the balance between Washington and the rest of the nation. Of the 48 reviews mentioned above, 42 were written by persons *not* on the National Archives staff and 35 were written by persons outside of Washington, D. C. Indeed, Dr. Wood has ranged geographically in seeking reviewers from South Africa to Great Britain and Germany. A word may be said about his method of recruiting reviewers. In 1944, cards were sent to all SAA members asking them to state the fields of archival activity in which they considered themselves potential reviewers. Since then new members have received these "reviewers cards" as they joined the Society. Many reviewers are selected from this source, but Dr. Wood extends his list of potential reviewers by searching the pages of other professional publications for and by soliciting names from friends and associates. Certainly the Society is much indebted to Dr. Wood for his conscientious and energetic conduct of his section.

The news notes section, under the editorship of Mrs. Mary C. Lethbridge, is perhaps the most widely read portion of the journal. Without this section, the magazine surely would lose much of its current interest and reader appeal.

Mrs. Lethbridge now is frequently able to furnish the editor with more news copy each issue than space available can accommodate. This results chiefly from her careful examination of current professional publications and her wide personal contacts made in the course of her work at the National Archives. In spite of her best efforts, however, Mrs. Lethbridge was able to secure news items from only 26 of the 48 states. Therefore, she urges all members of the Society, and particularly the members of the Council, and the Editorial Board, to consider themselves responsible not only for forwarding news about their own activities, but also for reporting news of the geographical area in which they work. Only thus can the news notes section achieve its goal of keeping our readers fully informed of all significant developments in the profession.

Perhaps a few words are appropriate here with respect to the fact that all of the editorial staff of *The American Archivist* now are National Archives employees. This situation has not resulted from the fact that the editor is on the staff of that agency. The review editor, the news notes editor, and the compiler of the writings on archives and manuscripts have always been National Archives employees. The reasons for this are quite simple. Most of the current literature, foreign or domestic, in the archival and manuscript field quickly finds its way to the National Archives Library. The stream of visitors to the National Archives from archival agencies all over the world has always been great and is steadily growing. The extensive correspondence of National Archives officials with the leaders in the profession is a gold mine of information. Fortunately for the readers of *The American Archivist*, most of the data from these sources is freely placed at the disposal of the editorial staff. The editor benefits, too, not only by the fact that he can consult personally with his section heads, but also because he can have almost daily contact with leaders in the profession. Nevertheless, the editorial staff is quite conscious of the danger that national and international matters may be overemphasized under these conditions. Therefore, considered effort is made to offset this possibility. Indeed, the editor consciously seeks to plan and produce a journal that will reflect archival activity in all fields and at all levels while combining practice and theory in proper balance.

A separate report has been submitted by Lester W. Smith, the compiler of the "Writings on Archives and Manuscripts." The professional significance of the "Writings" as a compilation should be stressed here, however, and mention should be made of the endless hours it requires to produce it. Mr. Smith has agreed to take over from Dr. Wood the responsibility for the "Have You Seen" column, since that feature is bibliographical in character. Dr. Wood also feels that he should be relieved of the editorship of the "Archivist's Bookshelf," but until a person can be found to assume the task, the responsibility will have to remain in his capable hands.

The Society also owes its thanks to Daniel F. Noll for his short notes on various aspects of microphotography. At least two of these contributions have been reprinted and widely distributed in circles not normally reached by *The American Archivist*, thus publicizing both the Society and its journal.

Our advertising manager, William D. Overman, has succeeded in securing three firms to advertise regularly in *The American Archivist*. It is hoped that their patronage will continue. It is quite clear, however, that an expansion of the advertising program is essential if the Society is to extend its publication activities or, perhaps, even to continue present operations, should printing prices continue to rise. Members of the Society are urged to inform Mr. Overman of any potential advertisers that are known to them, and it is recommended that the Council give consideration to the problem of devising ways and means of assisting Mr. Overman.

Relations with The Torch Press have been entirely satisfactory. The typographical work of the Press has been of the highest quality—in some instances no more than four printer's errors have been found in galley proof as submitted to the editor. Publication has been prompt and distribution to the membership has always been completed before the end of the month of issue. The editor is particularly grateful to Mr. Paul R. Strain, whose patience, advice, and cooperation have made the preparation of copy for the printer a pleasure. In view of these facts, it is recommended that the Society's working agreement with The Torch Press be continued.

There are, of course, numerous problems of policy confronting the editor. These will be taken up with the Editorial Board as soon as the editor is "squared away" in his job and feels certain that the editorial "ditty bag" is sufficiently full to guarantee publication of the magazine for several issues in advance. In the meantime, the editor not only will appreciate receiving voluntary contributions of articles for possible publication, but will welcome also suggestions from all concerned looking toward the improvement of the journal as an organ of the Society of American Archivists and the profession it seeks to serve.

KARL L. TREVER, *Editor*

September 19, 1949

### THE NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives Establishment, which on July 1, 1949, became a part of the newly created General Services Administration, was converted into the National Archives and Records Service of GSA on December 1. In addition to the Office of the Archivist, NARS consists of the National Archives, the Division of the Federal Register, the Franklin D. Roosevelt Library at Hyde Park, N. Y., and a new Records Management Division. Theodore R. Schellenberg has been appointed Director of Archival Management, with responsibility for the internal operations of the National Archives, and Herbert E. Angel, formerly Director of Office Methods, Department of the Navy, has been made Director of the new Records Management Division.

By the end of 1949 there were practically 900,000 cubic feet of the permanently valuable records of the Government in the custody of the Archivist of the United States. Recent transfers include the original statutes, 1941-47, completing this series of records in the National Archives from 1789 to 1948.

Other important bodies of records received include correspondence and other papers relating to the 20th and 21st Amendments to the Constitution; correspondence between the Wright brothers and the Weather Bureau relating to the selection of Kitty Hawk as the site for their experimental flights and telegraphic reports to the Bureau on their first successful flights; parts of the Army quartermaster general's files, 1922-35, which document at the top level the Army's procurement policies and plans during the period between the two World Wars and provide the background of the logistics problems of World War II; and the patent files, 1918-45, of the Department of the Air Force, which contain technical data necessary for the perfection of needed inventions, the evaluation of new materials, and the protection of rights derived by the Government through the sponsorship of patents.

The large-scale program to reproduce on microfilm American diplomatic and consular records pertaining to the Far East in the period before 1906 was completed recently. In addition to such records previously filmed, microcopies have been made of despatches from United States diplomatic representatives in Japan, 1900-1906 (9 rolls); despatches from United States minister to Korea, 1884-95 (10 rolls), and to Siam, 1882-1906 (9 rolls); despatches from United States consuls in Nagasaki, 1870-1906, Kanagawa, 1861-80, and Yokohama, 1897-1906 (21 rolls); and notes from the Japanese Legation in the United States to the Department of State, 1858-1906 (9 rolls). Other important groups of records reproduced include letters sent by the Secretary of War to the President of the United States, 1820-63 (5 rolls), and records relating to the suppression of the African slave trade and to Negro colonization, 1854-72 (10 rolls).

In the last 6 months of 1949 more than 2,200 rolls of microcopies, containing reproductions of more than 1,000,000 pages, were sold. One State university placed a \$3,000 order for microcopies of practically all the State Department records that have been filmed to date.

The *Fifteenth Annual Report of the Archivist on the National Archives* and the *Tenth Annual Report on the Franklin D. Roosevelt Library* for the year ending on June 30, 1949, have just come off the press. Another recent publication is a preliminary inventory of the records of the United States Senate for the First through the Seventy-ninth Congress. Free copies may be obtained from the National Archives and Records Service. A manual on the *Disposition of Federal Records* has also been published. Free copies may be obtained from NARS by Federal agencies; the manual is for sale to others by the Superintendent of Documents, Government Printing Office, at 25 cents a copy.

### LIBRARY OF CONGRESS

Lester K. Born has been appointed Special Assistant on Microfilm Program in the office of the Assistant Director for Acquisitions, Processing Department. Dr. Born comes to the Library after a tour of duty lasting for four and one-half years with the U. S. Military Government in Germany, first as an officer,

when he served as Chief Archivist at the Ministerial Collecting Center, then as a civilian as Archives Officer in the Monuments, Fine Arts and Archives Section, and finally as Chief of the Archives and Libraries Section. Dr. Born's duties will be to plan the Library's program for microfilming materials, predominantly in foreign archives, to be added to the collections. Planning will involve the selection of materials and negotiation with foreign governments and institutions for clearance to copy the materials. It is the Library's intention to develop and expand the microfilming of collections as a means of making rare and valuable materials, such as ancient Biblical manuscripts, available to scholars and libraries in this country. Much of this work will be carried forward on a cooperative basis with other libraries and organizations of scholars.

In cooperation with the Library of Congress, the American Microfilm Center has drawn up plans for the microfilming of the "Congressional Record" since 1873, the first year of its publication by the Federal Government. Designed especially for libraries and educational institutions, the 35mm. film will be available at a base rate of \$6.00 per 1,000 pages. Approximately 628,000 pages are involved. The film is to be prepared for the American Microfilm Center by the Photoduplication Service of the Library of Congress under the terms of an arrangement whereby the original negative will be deposited in the Library. The complete film will occupy several cubic feet of space. The printed version of the Congressional Record occupies as much space as several thousand books of average size. For further information write to the American Microfilm Center, 2153 Florida Avenue, Washington 8, D. C.

#### DEPARTMENT OF DEFENSE

The Departmental Records Branch, which, under The Adjutant General of the Army, serves as the joint depository for the noncurrent records of headquarters agencies of the Army, Air Force, and Defense Departments, is nearing the end of its seventh year of operations as a major records center of the Federal Government. Established in Washington as the War Department Records Branch in 1943, when it served only a single executive department, DRB now has in custody about 200,000 linear feet of permanent-type records for the World War II and early postwar years — a figure that does not include about 100,000 additional feet of transitory-type records that meanwhile have been screened from the accessioned holdings and disposed of as useless records. This 2-to-1 quantitative ratio for headquarters records continues as the norm in the Branch's current operations. At the same time, the qualitative aspects of DRB's records control program have been continuously emphasized, without short-changing the quantitative aspects of records management. Thus, the Branch's record group pattern, devised in 1943 as an orderly, hierarchical scheme of about 50 major record-group creating agencies to which all of the thousands of records series could be attributed, has recently been re-examined and sub-divided to about 300 subordinate groups, each one normally representing, first, a delimitation that distinguishes sharply between

the central files and the decentralized files of a given bureau and, second, a delimitation into wartime and postwar "period" groups. For each wartime record group the Branch has prepared a "Record Group Summary," which serves both as an internal registration of that group and as an entry in a published *Guide*. Along with these essential organizational and period controls, the Branch has a subject-matter control system, represented by a comprehensive 5 x 8 card catalog which was launched in 1947 and which now extends to about 3,000 different entries or 12,000 multiple-copy entries. By a careful adaptation of some of the best features of several archival, library, and offset-reproduction techniques, a given entry appears in the alphabetically-arranged catalog on an average of four places, under several functional, geographical, organizational, and other "subject" headings. These headings have recently been standardized and defined at a level that is regarded as both general and specific enough for most predictable research needs. The catalog is a highly workable, economical device for introducing both the research specialist and the Branch's reference personnel to the holdings on a given broad subject. Supplementing these organizational, chronological, and subjective tools, the rest of the Branch's finding-aid and reference-service programs call for the more conventional descriptive inventories, some of them at the series level and others at the file-item level of detail; its series of "Reference Aids," which contain selective listings of file items on particular subjects that cut across particular record groups and series; and its monthly accessions lists. Most of these reference tools, whether in narrative, list, or card form, are selectively disseminated to authorized users of the records, and supplement the Branch's regular reference service, such as search-room service, telephone consultation, and loan service.

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Air Materiel Command, Wright-Patterson Air Force Base is seeking an archivist grade GS-7, entrance salary \$3,825 per annum, to assist in setting up and maintaining a motion picture film depository at that Headquarters. The general duties of this position are as follows:

To study and evaluate motion picture films of the United States Air Force film depository to determine their legal, administrative and research value; to assist in establishing standard procedures for records control for such motion picture films in accordance with archival principles; to render reference service by subject matter on motion picture film in custody; to prepare for publication informational material on motion picture film in custody.

Interested persons should submit Standard Form 57 (Application for Federal Employment) to Headquarters, Air Materiel Command, Wright-Patterson Air Force Base, Dayton, Ohio, Attn: MCACXC, H. W. Hoover.

### AMERICAN HISTORICAL ASSOCIATION

The extensive interest of the Federal Government in historical activity, including historical writing and research and the preservation and administration of records and other historical evidence, was discussed at a session of the

American Historical Association at Boston, December 29, 1949, in which several members of the Society of American Archivists took part. Dr. Guy A. Lee, of the National Security Resources Board, who organized the session, presented the main exposition, and was followed by Prof. R. H. Newhall, of Williams College; Prof. Roy S. Nichols, of the University of Pennsylvania; and Dr. Ray S. Cline, of the Central Intelligence Agency. Prof. Charles Sydnor, of Duke University, presided. One hope of those who spoke and those who took part in subsequent discussion was for closer cooperation among archivists and historians. The Association at its business meeting expressed its interest in the writing of history in the Government and in the preservation and administration of records; it also authorized appointment of a committee to study the problems and to promote greater cooperation between the Government and private scholars. It was announced at the annual dinner that the association would receive \$80,000 under the will of David Maydole Matteson, formerly of Cambridge, to carry on indexing and calendaring documents.

### INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The December meeting of the Conference heard a discussion of records management in the field. Everett O. Alldredge, Chief, Field Program Planning of Navy's Office Methods Division, dealt with the central coordination and direction of his agency's field records program. Bernard L. Michel, District Records Management Officer at Norfolk, Va., and Mrs. Ruth E. Stewart, Records Administrator at the Naval Research Laboratory in Anacostia, D. C., described the operations of the Navy program at the regional and activity levels respectively. Raymond B. McNair of the Public Health Service presided at this meeting and John F. X. Britt, Records Officer of the Federal Security Agency, took charge of the annual Christmas reception which followed.

In January the Conference considered "The Relationship of Equipment to Records Management." Such matters as procurement policies and problems, equipment conservation, and Federal Supply Service specifications were discussed. Speakers were Clyde Matthews, Federal Supply Service, General Services Administration; Monroe H. O. Berg, Bureau of Internal Revenue, Department of the Treasury; and James Scammahorn, Office of Budget and Finance, Department of Agriculture. Mrs. Dorothy Luttrell of the Records Administration Division, Department of Agriculture, and vice chairman of IRAC presided.

Allen Humphrey of the General Accounting Office was in charge of the "Records Inventories" session for February. Particular emphasis was placed on such factors as timing, methods, content, purposes, and use of information gathered. Sharing the platform with Mr. Humphrey were Samuel Heller of the Records Management Service, Veterans Administration, and James Hindle, Records Officer of the Securities and Exchange Commission.

Miss Helen Chatfield, Record Officer of the Bureau of the Budget, planned the March meeting on records arrangement, classification, and indexing.

The Steering Committee has arranged to have Jess Larson, Administrator of the General Services Administration, and Wayne C. Grover, Archivist of the United States, speak at the April meeting on the records management program and policies of the GSA.

### COLLEGE AND UNIVERSITY ARCHIVES

On December 8 at the Catholic University of America, the new Department of Archives and Manuscripts described in the October, 1949, issue of *The American Archivist*, was blessed and formally opened by Archbishop Patrick A. O'Boyle, Chancellor of the University, in a rarely used but official Catholic ceremony found in the liturgical book called the *Rituale Romanum*. It reads in translation:

O God, Lover of truth and justice, graciously pour forth Thy blessing upon this archives that has been set up to preserve historical documents and official papers from harm through the passage of time and at the hands of men. May it remain safe from fire and other dangers, and may all who come here to study consciously strive for truth and justice, and advance in love of Thee. Through Christ our Lord. Amen.

Prefacing this part of the ceremony, which took place in the archives room itself, there were brief remarks before a gathering in the foyer of the Mullen Library, in the basement of which the department is housed. Officials of the University joined at a luncheon in honor of the institution's patronal feast day several distinguished guests, including Solon Buck, chief of the Manuscripts Division of the Library of Congress, Philip Brooks, president of the Society of American Archivists, and Karl Trever, editor of *The American Archivist*. The Reverend Henry J. Browne, archivist of the University, acted as chairman. Dr. Wayne C. Grover, Archivist of the United States, expressed felicitations in the name of the National Archives and pointed out the spirit of cooperation which had marked the relations of the University and that institution. The work of preserving the record of the national past in which the new department now shared was, he maintained, to be a service not just to one institution nor even to the country, but in effect to all civilized mankind. The Reverend John Tracy Ellis, professor of American Church history and a leader in organizing the new department, spoke of the hope of adding to the University's manuscript collections so as to make it even more of a center for the study of the Catholic element in the American past. Dr. Ernst Posner of American University expressed the gratification of the archival profession at this happy beginning. He said in part:

To the student of archives administration who raises his sights from the present gathering to wider perspectives, it might seem that, in the Catholic University of America archives two important lines of historical development converge. One of them represents, of course, the magnificent tradition of the Catholic Church in matters of archives preservation. The Vatican Archives, tracing its beginnings back to the time when the records of the martyrs were first collected, gives ample evidence of the splendid care that archives have received as a tool of the Church's governance of spiritual and temporal affairs, and the development reached its crowning achieve-

ment when in January 1881, the *Archivo Segreto del Vaticano* was thrown open to the scholars of the world . . .

The second line of archival development that I mentioned had its origin in this country. After it had been recognized that records constitute indispensable source material for research in history and other fields of knowledge, American scholars urged and secured the establishment of a repository for our Federal records. It was soon discovered, however, that in a free country like ours, the life of the nation unfolds itself in a multitude of institutions and that their records, too, must be preserved if we hope to write the history of the nation in its fullness. Hence the increasing attention that we have learned to pay to archives of a semi-public and non-public character, among them the archives of American universities and colleges.

### TRAINING OF ARCHIVISTS

A training center in records management and archives administration, projected for opening in San Francisco on November 8 at the University of California Extension center, has been temporarily postponed.

The center was planned by University Extension in cooperation with the National Records Management Council. Its basic purpose, according to Dr. William K. Schmelzle, head of U. C. Business Administration Extension, was to provide individuals with the technical knowledge necessary to convert their records "from liabilities into assets." Course instructors, in addition to guest lecturers, were to have been Emmett J. Leahy, executive director of the National Records Management Bureau, and John D. Bayless, director of the United States Naval Records Management Center, San Bruno.

Topics slated for discussion included: Planning and Organizing for Records Management and Archives Administration; The Hoover Commission Project — A Case Study in Records Management; Controls on Record Making and Record Keeping; Classification and Organization of Records and Management Reference Service; Records Inventory, Appraisal, Disposal and Transfer; Records Center Planning and Operation; Microfilming, Equipment and Supplies, and Business Photography; Assignment and Discussion of Case Studies; and the Role of the Archivist in Business Records.

Intensive courses in archives administration, the preservation and interpretation of historic sites and buildings, and genealogical research will be offered by The American University, Washington, D. C., as a part of its summer session beginning June 12, 1950. Organizations cooperating in one or more of the courses include the Library of Congress, the National Archives, the National Park Service, the Maryland Hall of Records, and Colonial Williamsburg, Inc.

The sixth annual course in the *Preservation and Administration of Archives* will open on June 12 and continue through July 8. In addition to lectures, the course provides laboratory experience in the National Archives, the Library of Congress, and the Maryland Hall of Records. Special lectures and laboratory work will be available for those concerned mainly with the administration of current records. Ernst Posner, Professor of History and Archives Administration of The American University, will be director of the course.

*The Institute in the Preservation and Interpretation of Historic Sites and Buildings*, first offered in the summer of 1949, will be repeated from June 12 through July 1. Under the direction of Donald Derby of The American University, meetings of the Institute will be held in Washington during the first two weeks of the course and in Williamsburg during the last week. Lectures and field investigations will be planned by Ronald F. Lee, Chief Historian of the National Park Service, and by Edward P. Alexander, Educational Director of Colonial Williamsburg, Inc.

An *Institute of Genealogical Research*, directed by Meredith Colket, Jr., of the National Archives, will be offered for the first time from June 12 through July 1. The Institute will be given with the cooperation of the National Archives and will provide lectures on sources and methods of genealogical research and laboratory work.

Further information on these courses may be obtained from the Office of the Director, School of Social Sciences and Public Affairs, The American University, 1901 F Street, Northwest, Washington 8, D. C.

During the month of February, the Minnesota Historical Society, in cooperation with the department of history of the University of Minnesota, presented a series of seminars dealing with manuscripts. The first, held on February 9, gave those students registered for the course some idea of the classes of material to be found in a manuscript collection from the point of view of use. The second seminar, on February 16, was devoted to types of papers common to all classes, such as letters, diaries, etc. The third conference, on February 23, covered finding aids — calendars, catalogues, and other guides.

In November, representatives of firms from six different states met for one week in Chicago to take part in an advanced seminar course at the Records Management Institute. This was a meeting for office managers, department heads, file supervisors and analysts, and members of their staffs. The Institute was planned by Miss Bertha M. Weeks, director of the Chicago Bureau of Filing & Indexing, in whose conference rooms the five-day meeting was held. As a pioneer in teaching and installing filing and record management systems, Miss Weeks felt that some type of advanced seminar was needed by business people who already have a solid background, yet who wanted to keep abreast of new developments and the most modern system. The program included field trips to local firms to see on-the-spot filing systems at work, round-table discussions, and several prominent guest lecturers. Topics discussed included up-to-date short cuts and routines, floor lay-outs, retention programs and micro-filming, preparation of manuals and reports, and what is new in equipment and supplies.

### UNITED NATIONS ARCHIVES

The United Nations archives announces that the principal document series are available on microfilm. Most of them are on 16 mm. film, but a few are on 35 mm. Other series are in preparation. The list may be obtained from Catherine Symons, United Nations Archives, Lake Success, New York.

## FOREIGN NEWS

*Canada*

The Library of Queen's University reports two important acquisitions. First is the R. S. McLaughlin Canadian Historical Collection, including letters of the Chevalier de Levis, General de la Salaberry, William Lyon Mackenzie, William MacDougall, Sir George E. Cartier, Louis Riel, and Sir John A. MacDonald. Secondly, Queen's University has acquired on loan, for purposes of classification and research, the Sir Wilfred Laurier Papers. There are 12 packing cases of this valuable material and a general inventory of it is being drawn up.

Mr. Lewis Thomas has been appointed provincial archivist for the province of Saskatchewan, having been acting archivist since 1948. The Archives Office has been carrying on a program of microfilming early local government records in the province, and has also made a microfilm copy of the register and minute book of the College of Physicians and Surgeons of the Northwest Territories.

*Rome*

Professor Pericle Perali, 65, custodian of the Vatican's secret archives since 1923, died December 30. Professor Perali wrote numerous archeological studies on the ancient Etruscan and Roman civilizations. He was one of the founders of the Italian Popular (Catholic) Party, which was suppressed by the Fascists.

## KENTUCKY

Mabel C. Weeks, formerly in the manuscript section of the Wisconsin Historical Society and more recently in the manuscript department of the New York Public Library, joined the staff of the Filson Club in Louisville, Kentucky in September. Miss Weeks will be in charge of the Club's manuscripts and will arrange them for research use before cataloging is completed.

## MINNESOTA

Russell Barnes, librarian of the Minnesota Historical Society, has been appointed librarian of the James Jerome Hill Reference Library, St. Paul, Minnesota.

## MISSOURI

Thomas F. O'Connor, formerly archivist of the Diocese of Syracuse, has joined the department of history at St. Louis University.

## NORTH CAROLINA

Dr. Adelaide Lisetta Fries, one of the state's best-known writers, and archivist of the Moravian Church since 1911, died in Winston-Salem, N. C., November 29 at the age of 78. As early as 1898, Dr. Fries had written the

"History of Forsyth County." It was as followed by the "Historical Sketch of Salem Female Academy" and "The Moravians in Georgia, 1773-40." Later came the "Town Builder," "The Moravian Church Yesterday and Today" and "Records of the Moravians in North Carolina," published by the State Department of Archives and History.

On September 16 the State Department of Archives and History purchased from Mr. Charles W. Traylen of Guilford, Surrey, England, the original Carolina charter of 1663 granted by Charles II to the eight Lords Proprietors. This purchase was made possible by twenty-three private citizens and the North Carolina Society for the Preservation of Antiquities.

### OHIO

The Western Reserve Historical Society, Cleveland, has inaugurated a semimonthly series of manuscript seminars to acquaint research workers with the society's manuscript collections. The seminars, which will be held from October to May, will present the circumstances through which the holdings were acquired, the size and scope of important collections, examples by types, and comments by persons who have used the collections. Examination and discussion of the material will be invited.

### PENNSYLVANIA

On December 27, the Library of Congress agreed to transfer to the Swarthmore College Peace Collection at Swarthmore, Pa., the papers of the late Jane Addams which have been in the possession of the Library since they were presented by Mary Howland Linn in 1940. The Library consented to this transfer at the request of Mrs. Linn, her two daughters, and the Hull-House Association, who felt that the interests of scholarship would be best served by it. During her lifetime Miss Addams had given to Swarthmore College a group of papers arising out of her leadership in the movement for international peace, a leadership which in 1931 won for her the Nobel Peace Prize. The gift of these papers was the inspiration for the founding at Swarthmore of a Peace Collection in memory of Jane Addams, devoted to the preservation of the historical records of the peace movement. The Peace Collection has been developed with the advice and assistance of outstanding experts in the archival field. Excellent work has been done in collecting and preserving important materials and a center of specialized research has been developed which deserves every encouragement. One of Swarthmore's aims has been the gathering together there of all papers pertaining to the life and work of Jane Addams, the spiritual founder of the Peace Collection and in this effort it has been encouraged and assisted by the members of Miss Addams' family.

Readers of this journal, who have not seen the *Manual for Peace Organizations on Standards for Record Keeping: Suggestions from the Swarthmore College Peace Collection* (4 p.) issued in November 1947 in mimeographed form, may be interested in securing a copy. This document provides, in brief

scope, guidance to peace organizations with respect to the management of their current records and the orderly transfer of non-current records to some selected archival depository, possibly the Peace Collection. The points stressed, however, have equal validity in the records management and archival practices of other organizations serving a "cause" or "movement."

### TEXAS

George A. Hill, Jr., president of the Board of Trustees of the San Jacinto Museum of History Association and long a member of the Society of American Archivists, died November 2, 1949. Prominent in the petroleum industry for many years, Mr. Hill served during World War II as a member of the Petroleum Industry War Council and as chairman of the District III Production Committee of the Petroleum Administration for War. He was a member of a large number of organizations concerned with the study and preservation of historical source materials.

### VIRGINIA

On October 18 the Library of Congress returned to the Commonwealth of Virginia a manuscript account book kept by the office of the Virginia Treasurer from 1775 to 1777, and a group of land tax lists prepared in Ohio County, for the Commonwealth, from 1789 to 1798. The Virginia State Library, through William J. Van Schreeven, Archivist, took custody of the material. These documents were returned in accordance with a recent decision of the Librarian authorizing transfer to the Commonwealth of Virginia and to its appropriate political subdivisions of any manuscripts in the Library's custody that appear to be Virginia public records and were not acquired under circumstances that would make such transfer improper.

On November 1, Judge Paul E. Brown, in the Circuit Court for Fairfax County, Virginia, entered the following order:

It appearing to the Court that certain records of the County of Fairfax, Virginia, are in the possession of the Library of Congress of the United States, located in Washington, D. C., namely: Fairfax County Orders, 1768-1770; Fairfax County Deeds, 1772-1773, and Fairfax Land Causes, 1742-1770, and that the Honorable Luther H. Evans, Librarian of Congress, is willing to return these books to the Clerk's Office of Fairfax County, Virginia, where they properly belong as records of said County, and it further appearing that Thomas P. Chapman, Jr., Clerk of said County, desires to obtain said records.

Whereupon, it is now adjudged that said records should be returned to the Clerk's Office of said County, and Thomas P. Chapman, Jr., Clerk of said County, is hereby directed to receive from the Librarian of Congress the said books and records, and cause them to be returned to the Clerk's Office of said County.

The volumes were returned by the Library of Congress on November 22. Believed to have been removed from the Court during the Civil War, they were presented to the Library in 1936 by the late Gabriel Wells, dealer in rare books and manuscripts.

\* \* \*

Several members of the Society of American Archivists attended the Records Administrators Conference of Virginia State agencies and institutions in the Capitol Building at Richmond, November 30, 1949, at which the new state records administration program was launched. More than 40 officials designated as records administrators of their respective agencies and institutions were present to hear the results of a management survey that had been conducted by a commercial enterprise, and the program of continuing operation by the State. Lloyd S. Myer, newly designated State Records Administrator, presided. Governor William M. Tuck expressed his interest in the economies to be realized through the program. Other speakers included William J. Van Schreeven, Archivist of Virginia; Philip C. Brooks, President of the Society; Daniel F. Noll, of the National Archives; J. H. Bradford, Director of the Budget; J. Gordon Bennett, Auditor of Public Accounts; and Irving Zitmore, of Records Engineering, Inc. Morris L. Radoff, Archivist of Maryland, was unable to appear on account of illness.

The Governor's address to the General Assembly on January 11 (*Sen. Doc.* no. 1) includes a report by the Division of the Budget stating:

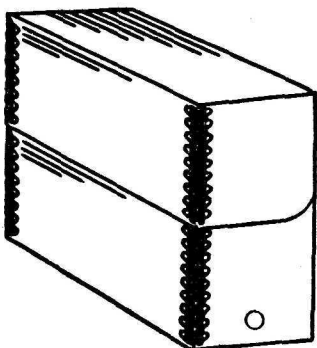
Supervision and other assistance has been given to a records engineering survey authorized by the Governor for the purpose of placing the management of state records on a more efficient basis. Among the results so far accomplished by this undertaking 600 file drawers, transfer cases and cartons, or a total of 120 tons of records no longer needed, have been destroyed or authorized for destruction. This is equivalent to releasing 9,000 square feet of floor space when the work of destruction is completed. Approximately 1,500,000 records have been microfilmed, which if housed in file cabinets would require about 125 four-drawer cabinets.

Francis Howard Heller's study entitled *Virginia's State Government during the Second World War: Its Constitutional, Legislative, and Administrative Adaptations, 1942-1945*, was published in December by the World War II History Division of the Virginia State Library. Archivists will be interested especially in his two-page discussion of the protective measures initiated by the Committee on the Conservation of Cultural Resources in Virginia.

## WEST VIRGINIA

The private papers of the late Gray Silver of Martinsburg have been given to the West Virginia University Library. The collection contains more than 40,000 pieces for the period from 1919 to 1935 and will be available for use as source material by historians studying that period. The University also announces the following manuscript acquisitions: 2,300 manuscripts of Stephen Benton Elkins, U. S. Senator, Secretary of War; 200 letters of Judge Ira E. Robinson, West Virginia Supreme Court judge, first U. S. Radio Commissioner; 400 items, John J. Bassel, Baltimore and Ohio Railroad attorney, personal and business letters; 300 items, George W. Smith papers, 1818-1908, personal and business letters and documents; 15 letters, 1824-1832, of Col. Vause Fox, of Romney.

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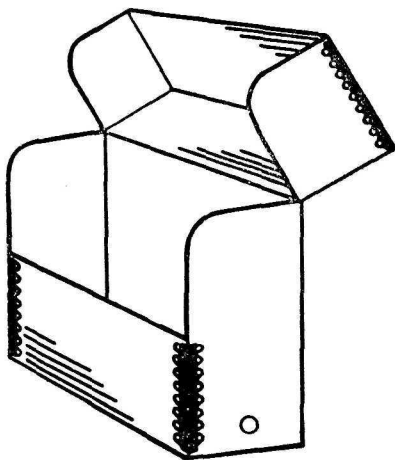
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